

Policy and Procedure for Time and Effort logs for all Grant related employees

Policy

What are Time and Effort Logs?

A Time and Effort Log is a document that provides the needed documentation to show that the work you do is in alignment with the funding source you are paid from. Time and Effort Logs are not time cards which compensation is determined. We must collect Time and Effort Logs from all staff including administrative, certified and support staff.

Why do I have to submit a Time and Effort Log?

The federal government requires employees who are funded, either partially or fully from a federal funding source to complete a Time and Effort Log. Federal funding sources include many of our grant funds. Payroll records indicate that your contracted salary is partially funded by a federal funding source, thus you are required to complete a Time and Effort Log. This documentation will be kept on file at the District Finance Office. Each year the all Edkey, Inc. schools take part in a federal audit where selected Time and Effort Logs are verified. *If any school is found not in compliance we could risk losing some or all of our federal funds.*

What federal program am I funded from?

- Title I– Improving the Academic Achievement of the Disadvantaged
- Title II– Preparing, Training, and Recruiting High Quality Teachers and Principals
- Title III– English Language Learner
- IDEA Part B – Special Education
- 21st Century Community Learning Center

What type of Time and Effort Log do I need to submit?

Bi-Annual Certification

If your position is fully funded out of one grant or you work in a school wide program, you will need to sign the attached certification twice a year indicating that the work you do is in alignment with the above indicated funding source. No daily, weekly, or monthly log is required. The first log shall be dated with the first day of your contract through December 31 of the contract year and the second log shall be dated January 1 of the fiscal year through the last day of your contract. Signature dates by both parties must be after the end date for each log. Send the Certification to _____ in the Finance Office.

Monthly Spreadsheet

If your position is partially funded out of one or more grant then you must complete a bi-weekly log for the ***all the funds*** your contract is paid from (i.e. 4 hrs Title I; 2 IDEA and 2 hrs reg funding). To assist you in keeping this log, in the most efficient way possible, we have created an easy-to-use spreadsheet for you to use to log your hours. This log must be filled out at the end of a day, or week, not in advance. At the end of pay period, employees must print, sign, have their supervisor sign and forward the hard copy to _____, Federal Grants Director in the Finance office.

Who needs to sign my Time and Effort Log?

You ***and*** your supervisor must both sign your Time and Effort Log or Certification prior to submission. Date of signature must be after the last day of each month.

Who do I contact if I have questions or concerns?

Your site principal/director can help answer questions. Additionally, feel free to contact _____, Grants/Federal Programs Director at 602-123-4567

Procedure

All teaching and administrative personnel paid 100% out of any federally funded grant shall prepare a semi-annual report. All employees partially paid out of one or more federal grants shall complete a time and effort log or monthly spreadsheet. The time and effort log will detail the number of hours and effort spent on any issues related to the grants and other funding sources. For complete information regard the funding source you are paid please contact your supervisor as soon as possible.